

# **USING OLD DATA FILES WITH NEW VERSIONS OF FORMFLOW FORMS**

Excerpt from "README.TXT"

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8. Data Files. Data files created for use with previous versions of electronic forms may not be compatible with newer versions of the electronic forms. If necessary, textual data can be transferred between E-forms using the Windows Clipboard. In cases where new fillable fields have been added to an E-form, or when migrating data from a PerFORM PRO form to a FormFlow form, users must update their database to use their old data with the newer E-forms.

a. The following procedure updates data created with earlier PerFORM PRO forms for use with newer editions:

(1) Open the new \*.frl form in PerFORM PRO Filler.

(2) Under "Data" in the menu bar, choose "Save As...", and create a new database by giving the new blank form a new filename. If necessary, provide the appropriate path to where the data will be saved. Then click on "OK."

(3) Under "Data" in the menu bar, choose "Merge Data File...." Use the Directories and Files lists to find and select the old database file. Then click on "OK."

(4) The old database will populate the new \*.frl form. Under "Data" in the menu bar, use the "Add Record" or "Update Record" options to add new information to the database.

b. The following procedure updates data created in PerFORM PRO (or an earlier edition of a FormFlow form) for use with a new FormFlow form:

(1) Open the new \*.frz form in FormFlow Filler.

(2) Under "Data" in the menu bar, choose "Save As..." and create a new database by giving the new blank form a new filename. If necessary, provide the appropriate path to where the data will be saved. Then click on "OK."

(3) Under "Data" in the menu bar, choose "Utilities...", then "Merge From..."

(4) Use the "Select..." button to select the old database and click on "OK."

(5) The old database will populate the new \*.frz form. Under "Data" in the menu bar, use the "Add Record" or "Update Record" options to add new information to the database.

NOTE: In the procedures above, the first record from the old database file will come into the new database as record 2; the first record in the new database will be blank. The blank record can either be deleted or filled with data and retained as a valid record.